

Frequently Asked Questions

Application:

- Q: Will my license be issued the same day the application is received?
A: Due to high volume of applications received in our office each day, we cannot provide same day processing and issuance of licenses.
- Q: How long are applications kept on file before they are destroyed?
A: 5 years

Continuing Education:

- Q: Do I need to send in my certificates?
A: No, you need to keep your certificates in case you are audited for a minimum of 6 years.

Conviction Reporting:

- Q: When do I need to report convictions?
A: If you have a misdemeanor or felony conviction or credential discipline, you must report such actions to the Office of Investigations http://dhhs.ne.gov/Pages/reg_invest-p.aspx **within 30 days** of the conviction/action. Failure to disclose any such convictions/credential discipline could result in disciplinary action.
- Q: Am I required to report Traffic Convictions?
A: Yes, if the *conviction was **a misdemeanor or felony*** and you were sentenced or paid a ticket *through Traffic Court*. (Infractions are not required to be reported). Some examples are: No valid registration, no driver's license on person, and driving under suspension.

Other:

- Q: What documents are needed to make a name change?
A: A photocopy of a marriage certificate, divorce decree, annulment papers, adoption papers, or a court order verifying that a name change has occurred.
- Q: Do I need to notify your office, if I move or change addresses?
A: Any correspondence and renewal notices will be sent to the last known address. It is the responsibility of the licensee to keep the department informed of changes.
- Q: How do I make my license Inactive?
A: A licensee may request that his/her license be placed on inactive status at any time and at no cost by sending a written notice to the Department.

Reinstatements:

- Q: What do I need to do to get my license reinstated?
A: In order to reinstate your license you will need to complete a reinstatement application, pay the applicable fee and have completed the required number of continuing education hours for your profession.
- Q: How many CE hours do I need?
A: 40 hours within the past 24 months
- Q: Do I have to take an exam again?
A: You do not have to take an exam to have your license reinstated

Q: Is it 24 hours for every year I was expired or inactive?

A: NO. Only 40 hours of continuing education credit is required. These 40 hours must be earned during the 24 months immediately prior to the reinstatement application being submitted.

Q: If I reinstate now, do I still need to renew my license when it comes up for renewal?

A: Yes. However, you will not need to earn an additional 40 hours. You will be able to waive this requirement since you earned just got your license reinstatement and will be able to get a waiver.

Q: Can I reinstate my license online?

A: No. You must submit the reinstatement application via U.S. Mail or Fax/E-Mail. Please note that your application will not be reviewed until the required fee has been paid.